

Here are the instructions for working from home using a Remote Desktop connection to GCSD servers.

Remote access allows you to work from a computer not within the Greenwich local area network (home, lake house, Cancun etc.) yet having access to many things you have when you are in your office or classroom.

Please follow all the same rules as if you are working on your computer from within the school.
All Greenwich Central School network use policies apply here.

Connection speeds vary greatly depending on who you use for internet service.
Broad band internet providers like Time Warner's Road Runner and Verizon's DSL should have acceptable speeds.

Dial up internet access will be significantly slower but should still function OK.

Remote Desktop is disabled by default in Windows 7 or Vista, but it's easy enough to turn it back on.

Important note: Remote desktop is only included in the Professional, Business, or Ultimate versions of Windows.
Home editions do not have remote desktop.

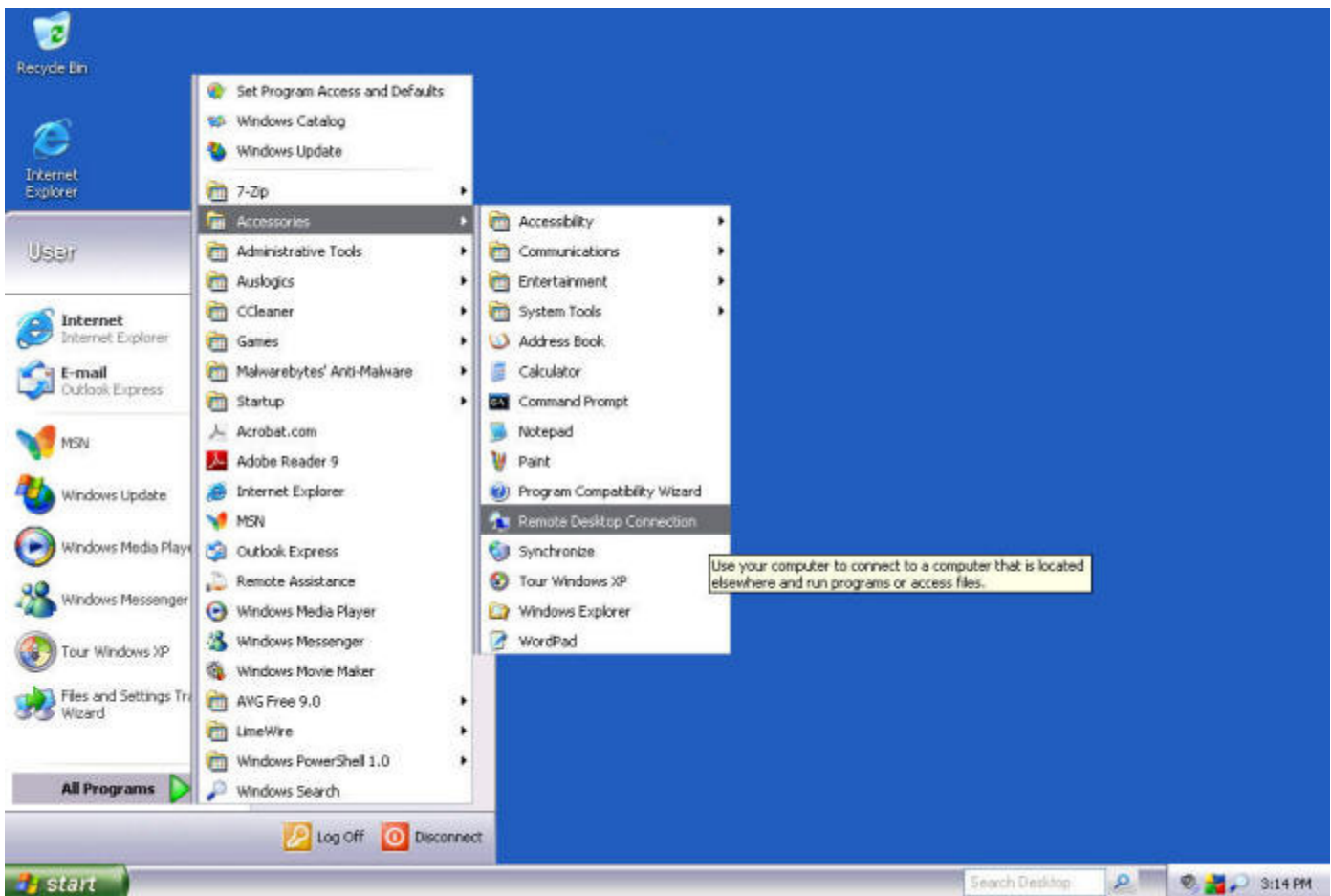
For instructions on how to enable Remote Desktop in Vista or Windows 7 click the link on the website.

Mac users will also find a link on the site.

Let's get started...

The first thing you'll need to do is locate the shortcut that launches Remote Desktop...

- click on the Start button
- move the mouse to Accessories
- click on Remote Desktop Connection



Now you should see the screen below...



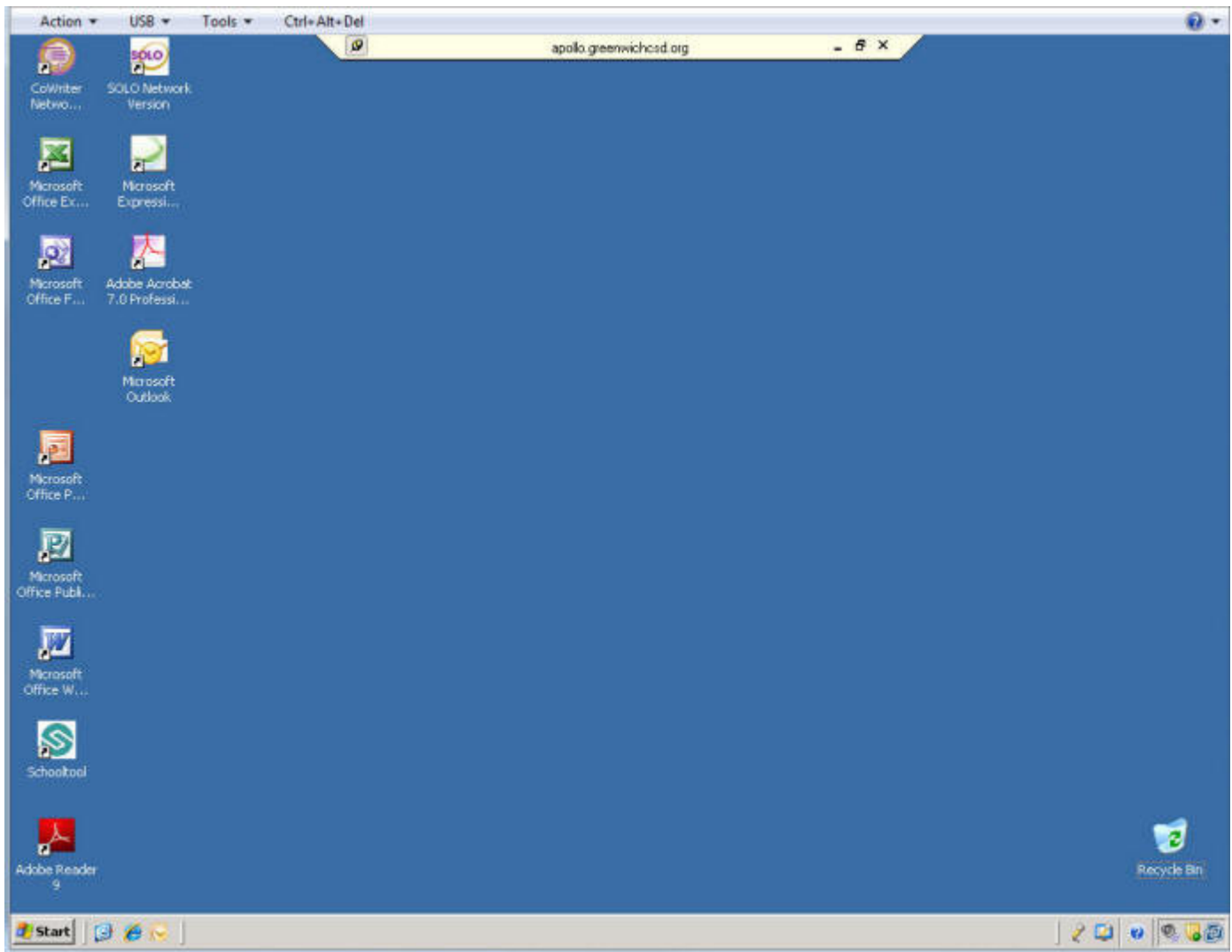
- if this is your first time you'll need to enter apollo.greenwichcsd.org in the box (punctuation counts)...
- click the Connect button

That should bring you to this screen...



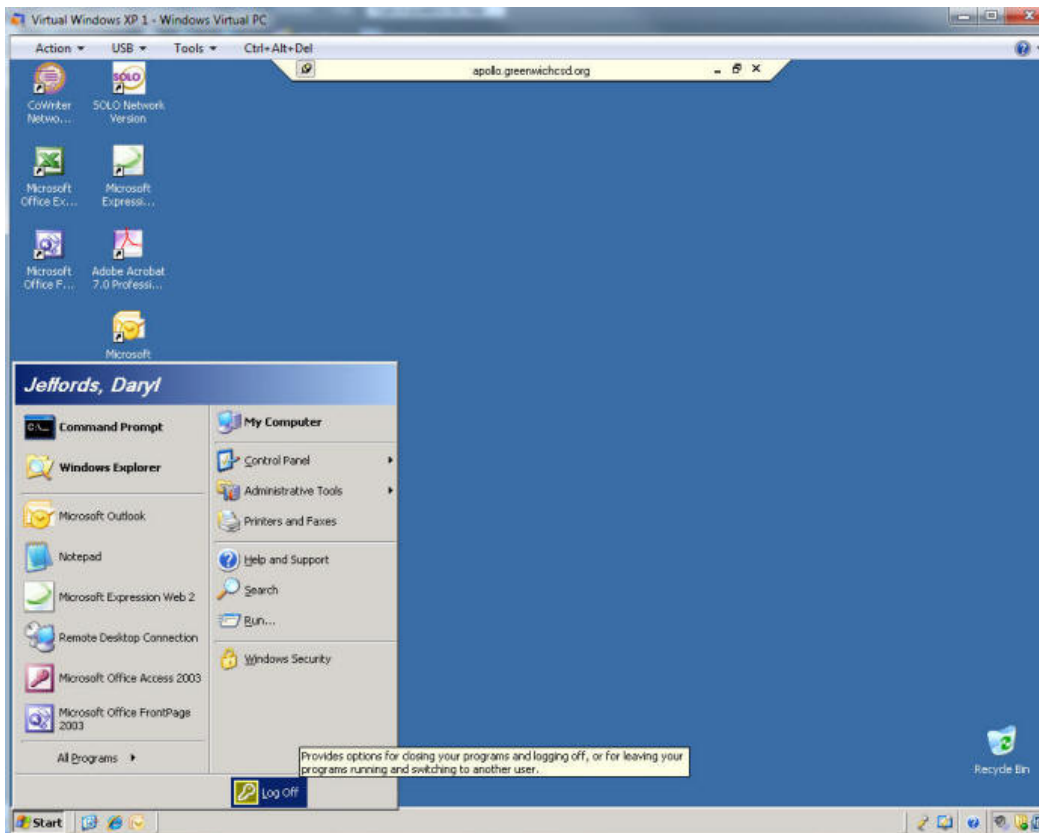
- enter your user name and password just as you would in school and press Enter or click OK
- NOTE: if the login fails, enter your school email address for the user name (yourname@greenwichcsd.org)

Once you are logged in you will be presented with the screen similar to the one below...



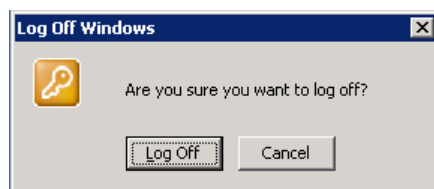
Once you are finished with your session be sure to LOG OFF!!

- click on the Start button
- click the Log Off button (see below)



You will be prompted to confirm that you want to log off...

- Click Log Off once more and everything should close...



If you have any problems, questions or concerns please contact a member of the Greenwich Technology Team.



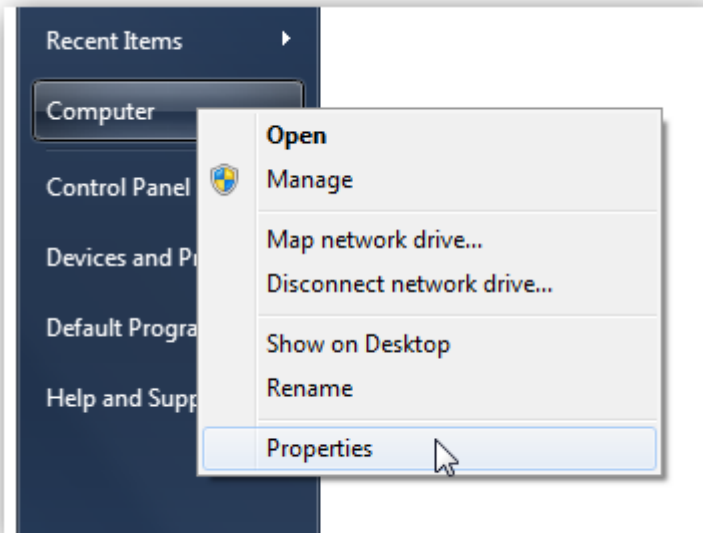
Turn on Remote Desktop in Windows 7 or Vista

Remote Desktop is disabled by default in Windows 7 or Vista, but it's easy enough to turn it back on.

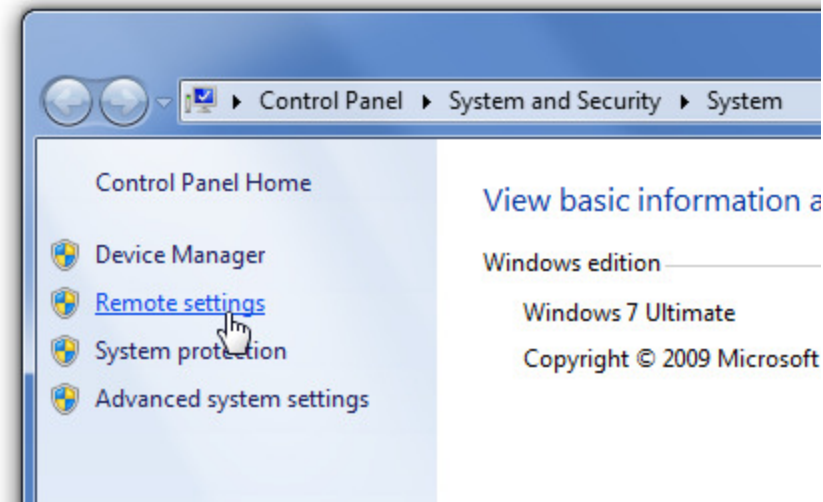
If you need to access your Vista PC from another box, it's an essential thing to turn on.

Important note: Remote desktop is only included in the Professional, Business, or Ultimate versions of Windows. Home editions do not have remote desktop.

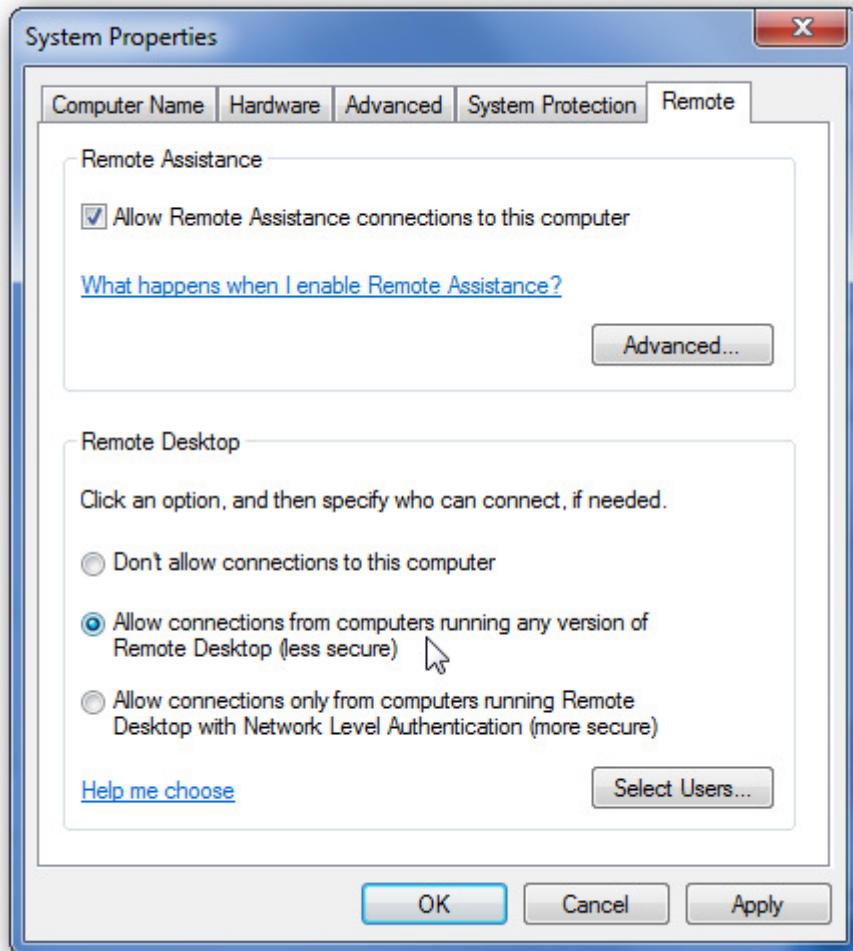
To get to the configuration page, you can either right-click the Computer icon and choose properties, or you can type in system into the start menu search box, and then find the entry for System.



Now you'll want to click the Remote Settings link on the left hand side:



Now you can finally turn it on:



To connect from another Vista / Win7 PC on the same network, click the bottom radio button. If you need to connect from an XP/2k machine, click the "Allow connections from computers running any version of Remote Desktop" radio button.

Don't worry about setting up firewall rules, Vista or Windows 7 does that for you automatically.

Note: This should work for both Windows 7 and Vista.

[Click here to return to the Remote Desktop instructions...](#)